

SHELTON STATE COMMUNITY COLLEGE
LIBRARY

ANNUAL REPORT 1981-82

✓ This report summarizes the activities and progress of the Library and states its goals for 1982-83.

GOALS 1981-82

✓ The chief goal set for 1980-81 was to increase library book holdings. Funding was provided by the college administration which supported the increases summarized in the charts given below.

I. Number Processed (Total--Both Divisions*)

Holdings	1978-79	1979-80	1980-81	1981-82*	Increase
Books	2824	4344	4707	3649	-28%
AV	141	123	183	260	30%

1. Holdings II. Number Processed by Division (1981-82)

Holdings	Junior College	Technical College
Books	3517	137
AV	132	123

III. Number of Holdings (Processed--Both Divisions*)

Medium	1978-79	1979-80	1980-81	1981-82*	Increase
Books	8555	12,898	16,583	20,232	18%
AV	822	945	1,128	1,388	18%
Periodical Subs.	230	242	262	311	18%

2

IV. Number of Holdings by Division (1981-82)

Medium	Junior College	Technical Division
Books	20,100	1265
AV	132	123
Periodical Subs.	266	45

V. Total Book Holdings as of 9/30/82

Division	Number Processed	Number Unprocessed	Total
Junior College	20,100	2395	22,495
Technical College	132	Undetermined	132
Total	20,232	----	22,637

Since 1979, the number of processed and circulating book holdings have increased 136 %; total holdings (processed and unprocessed) have increased 164 % since 1979.

The chart given below represents the number of books held in specific subject areas. Bibliographies and selection guides were used in collection development during 1981-82 in the areas of art and nursing, in particular.

VI. Book Holdings by Subject Fields

Subject Fields	9/30/81	9/30/82	Increase	Total Collection
Reference	2339	2737	17%	11%
General Works (A,Z)	109	154	1%	4%
Anthro., Hist. (C-G)	2966	3679	24%	18%
Education (L)	530	663	25%	3%
Fine Arts, Music (M,N)	658	900	36%	4%
Language, Lit. (P)	4228	4998	18%	25%
Military Sci. (U-V)	53	74	40%	1%
Philosophy, Rel. (B)	1022	1226	20%	6%
Pol.Sci., Law (J-K)	720	837	16%	4%
Science (Q-S)	1301	1664	30%	8%
Technology (T)	372	478	25%	2%
Social Sciences (H)	2285	2821	28%	14%
TOTAL	16,583	20,232	18%	100%

The second major goal set for 1981-82 was to establish a Library Services Office at the Technical College Division and to begin offering library services to technical faculty and students. At the beginning of the Fall 1981 Quarter, a library information package (including introductory memos, faculty handbook, and AV catalog) was distributed to Technical Division faculty. In December, a Library Services Office was established and staffed four hours each day in the mornings by Library personnel. The Library staff held an Open House for Technical College instructors to introduce and discuss new procedures and services. The Library Services Office was established in the Victor Poole Learning Resource Center (LRC); see attachment I for copy of the memo authorizing establishment of this office.

The Director of Library Services was informed by the Business Manager that \$5,000.00 had been allocated from the Technical College Division budget for purchases of books, magazines, and other learning resource materials and that another \$5,000.00 had been allocated for purchases of audiovisual equipment. The Director was asked to make all purchases through the Junior College Division Library budget and to bill the Technical College for appropriate purchases. Of the total \$ 10,185.38 purchases for Technical College library materials and equipment, \$1,311.25 was billed and reimbursed. The balance was assumed by the Junior College Division Library budget.

2. Library
Serv.
to
Tech.
Div.

Since December 1981, the chief role of the Library Services Office has been to facilitate the use of library personnel, services, and resources through the Junior College Division Library and to develop a system of library services for the Technical College. The following guidelines have been used:

1. Purchasing, processing, and cataloging of learning resource materials, including books, magazines, newspapers, AV, and AV equipment and repairs, are centralized in the Library Services Office. Expenditures are approved by the Director of Library Services and Dean, Junior College Division.
2. Only materials not in regular use in the shops/departments are housed in the LRC.
3. Learning resources in each shop/department will be inventoried and cataloged on an individual basis as soon as possible.
4. Library services, such as compilation of departmental holdings lists or bibliographies, will be provided as needed or requested.

During the first year of providing library services to the Technical Division, not all guidelines were followed by the personnel involved; consequently, library procedures were not entirely successful--particularly in regard to centralization of purchasing.

Three other projects were completed by the Library Services Office since December 1981. First, individual subscriptions to periodicals were centralized and placed under EBSCO Subscription Services. Duplicate subscriptions were eliminated and new subscriptions added in their places.

During the spring, the Nursing Department "library" at the Technical Division was restructured by the library staff. A storage cabinet for AV was installed and all nursing audiovisuals were cataloged and processed. A listing of these materials was developed and distributed to nursing instructors and to the AV Coordinator at the Junior College Division. The Director of Library Services and Library Secretary worked in the department library to weed books and other materials that were determined to be no longer useful (this was done with the knowledge of the Director of Nursing Programs).

In March 1982, surveys were conducted to determine the types of library services and resources desired by nursing students and instructors. Copies of the results are attached (Attachment II). Prior to the surveys, the Director and Librarian visited the Health Sciences Library at Druid City Hospital to discuss use of the Health Sciences Library by Shelton students. After the visit the following information was passed on to nursing instructors:

1. All print and non-print resources of the Health Sciences Library are available to Shelton students and faculty.
2. Courtesy cards for borrowing privileges will be issued upon presentation of valid Shelton I.D.'s.
3. The Health Sciences Library staff is willing to conduct library orientation tours and discussions to Shelton classes upon request.

Based on survey results, research, and available resources and staff, a program of library services was developed for the nursing department. These services are delineated in the Information Sheet provided for nursing students and instructors (see Attachment III). Although these services were by no means considered adequate, they were offered as a temporary solution.

A number of new resources were added to the nursing resource center 1981-82. These include the following:

AV Storage Unit	420 Books (minimum--not all are currently housed in Nursing Dept.)
File Cabinet for Vertical File	<u>Nursing and Allied Health Literature</u>
9 New Periodical Subscriptions	<u>Index</u>
40 Sound Filmstrips	
1 Sound Filmstrip Replacement	
1 Overhead Projector and Cart	

In addition, the Library Services Office began cataloging and processing nursing books on a regular basis. An explanatory filmstrip on NAHL was purchased for use in library orientation sessions for nursing students. Although nursing instructors have been made aware that the library staff will give orientation sessions to their classes, only two sessions have been presented. During spring and summer quarters, the nursing resource center was staffed when possible by business education students.

Beginning Fall 1982 Quarter, reference books, current periodicals, AV materials, and vertical file materials (vertical file ^{was} set up in spring 1982) will be maintained in the nursing resource center at the Technical Division.

Nursing periodical backfiles and circulating books will be made available through the Junior College Division Library.

Another major project completed 1981-82 was an inventory of all AV equipment housed in Technical College shops/departments. AV equipment was processed, examined for malfunctions, repaired if necessary, and listed in the inventory. This inventory will be maintained and updated as new acquisitions are made. An inventory of AV equipment will be conducted each summer.

Finally, a detailed recommendation for expanded library services and facilities for the Technical College Division was presented to the Dean, Junior College Division in May 1982. A copy of that recommendation is provided in Attachment IV.

Another library goal for 1981-82 was to increase periodical backfiles. Upon completion of a periodicals inventory and revision of the cardex files at the Junior College Division Library, 69 reels of microfilm were purchased to increase retrospective periodical holdings. Two new microfilm reader/printers were purchased and housed at the Junior College Division Library.

Phase III of the four-phase plan for Junior College Library expansion was complete. This goal was achieved through the addition of two and one-half ranges and shelving and movement of the circulation desk and current periodicals section. Additional shelving for current periodicals and indexes was built by Shelton State's maintenance department.

The final goal for 1981-82 was to increase the percentage of "problem" books processed. Temporary clerical assistants were hired during the summer to process books for which LC cards had been ordered as well as to process books which require special handling (series, multiple volumes, etc.).

In an effort to address the growing problem of books which require original cataloging, the Director of Library Services approached Dean Kaye Gopen with a request to use University of Alabama library SOLINET terminals. After discussion of the proposal with Dean Gopen and department heads at the UA Main Library, an agreement was reached. The terms below were agreed upon:

1. That Shelton State have access to OCLC terminals (via SOLINET, the regional system) during evening and weekend hours.
2. That Shelton State appear as a holding library of the UA system (avoiding the costs of individual membership in SOLINET and computer hardware).
3. That Shelton State orders be billed and shipped directly for catalog card orders from OCLC.
4. That Shelton State assume "fair use" costs of equipment use, search time costs, and personnel costs for its use of OCLC terminals.
5. That Shelton State have capacity to print spine labels and card labels direct from the terminal as order is placed.

Although the target date for implementation of this project was September 1, 1982, implementation has been delayed by UA and OCLC until November 1, 1982. A temporary part-time librarian has been employed to handle the bulk of titles (approximately 2500) to be cataloged through OCLC.

BUDGET

The 1981-82 Library budget is presented below, exclusive of salaries, travel, and postage, which are not administered by the Library. As mentioned earlier in the report, the Library was authorized to spend an additional \$10,000.00 on library purchases for the Technical College Division. Of the total \$10,185.38 spent for Technical College purchases, \$1,311.25 was reimbursed to the Junior College Division Library budget. Changes in ordering procedures and book jobbers have resulted in fewer credits on closed out book orders.

Acct. No.	Acct. Name	Bud. Amt.(10/81)	Encum. Amt.	Balance(9/30/82)
5100-605	Printing & Reprod.	\$ 500.00	\$ 000.00	\$ 500.00
5100-606	Maint. & Repairs	1,000.00	1170.22	- 170.22
5100-607	Service Contracts	300.00	76.76	223.24
5100-612	Equip. Rental	1,608.00	1608.00	000.00
5100-614	Film Rental	1,200.00	1197.64	2.36
5100-616	Insurance	250.00	250.00	000.00
5100-618	Memberships	175.00	99.20	75.80
5100-619	Binding (Books)	250.00	253.75	- 3.75
5100-620	Periodicals	8,500.00	9696.03	-1196.03
5100-639	Other Contr. Serv.	1,702.00	1192.97	509.03
5100-641	Mats. & Supplies	8,900.00	8344.20	555.80
5100-701	Books	75,000.00	79,415.98	-4415.98
5100-702	Audiovisuals	13,000.00	14,662.22	-1662.22
5100-720	Furn. & Equip.	20,000.00	21,480.87	-1480.87
TOTAL		\$132,385.00	\$137,839.84	-\$4,454.84

The Library budget for 1982-83 will cover expenditures for both divisions; no additional funds, according to college administration, will be allotted for learning resource purchases from other budgets. As of September 30, 1982, the 1982-83 budget is still in a state of revision by the Business Office.

INVENTORY

The first annual inventory of audiovisual equipment was conducted at the Technical College Division; the results are given in Attachment V. The annual inventory of audiovisual hard- and software (see Attachment VI) indicated that the following equipment has been missing since early June:

- 1 Panasonic VHS Videocassette Player/Recorder
- 1 TV Cart
- 1 RCA Lyceum Television

The loss was officially reported to Dean Howington on June 28, 1982. To increase security in the Junior College Division Library, all locks were changed in the Library, AV rooms, and Library offices. No keys are to be given out to personnel other than Library staff without approval of the Director of Library Services. Faculty members who have offices inside the Library have been given keys.

CIRCULATION

Junior College Division book circulation during 1981-82 increased by 8%; periodical circulation decreased by 19%; and AV circulation increased by 24%. Junior College circulation statistics are given below.

VII. Junior College Division Library Circulation Statistics

Medium	1978-79 Total	1979-80 Total	1980-81 Total	1981-82 Total
Books	4891	5846	7584	8217
Periodicals	775	864	1699	1375
Stats.	AV	3039	2316	3588 (11mons.)

VIII. Average Monthly Circulation/Junior College Division Library

Medium	1978-79	1979-80	1980-81	1981-82
Books	408	487	632	685
Periodicals	65	72	142	115
AV	253	193	326	405

Based on an average Junior College student enrollment of 1987 /quarter, per capita book circulation for 1981-82 was 4.1 books. Circulation statistics, however, reflect use by any students or faculty member, regardless of division. The turnover rate (Total # volumes ÷ Total circulation) is 2.44 , indicating that Junior College Division library books were used an average of 2.44 times each in 1981-82.

NOTE: An adjustment was made to compare the 11-month AV total for 1980-81 with the 12-month AV total for 1981-82.

A serious problem has been developing in the area of unreturned library books. As of September 14, 1982, 443 titles borrowed by 222 students had not been returned and were at least one quarter overdue. Although lists of outstanding debts have been regularly given to the Admissions Office, penalties have not been enforced. In an effort to address this problem, the Director discussed it with library personnel, the Library Committee, and the Dean of Students. The following proposal was submitted by the Director and Dean of Students on September 14, 1982:

Lost Books

1. That Library debts incurred by staff, faculty, students, and members of the community who fail to return library materials are considered debts to the college.
2. That the Library is responsible for contacting borrowers at least once prior to turning delinquent accounts over to the Business Office.
3. That, when an account is delinquent over one quarter, it is turned over to the Business Office, which assumes responsibility for imposing penalties and collecting delinquent college accounts.

No response has been received as of September 30, 1982.

LIBRARY SERVICES

Publica-
tions

All library publications were revised during 1981-82. Student handbooks were not reprinted; separate information sheets, instead, were prepared for use on different topics and library resources. The faculty/staff handbook was streamlined, reprinted, and distributed to all faculty of the community college. The AV catalog was updated to include 1981-82 purchases. Copies were made and distributed to all Technical College Division faculty and made available to Junior College Division faculty.

Community Services

The Library continued to circulate in 1981-82 books, magazines, and audiovisuals to members of the Tuscaloosa community. The Library also conducted tours for area high school students.

Library Skills

The library skills tests in the Library Instruction Program were revised by the Night Librarian to include a greater variety of reference works. Another change is that all skills tests are graded by Library Faculty rather than the AV Coordinator.

Art Program

The program of original art exhibitions at the Junior College Division Library for 1981-82 appears to have been successful. Students and Faculty members responded positively to questions on the annual evaluation concerning the art exhibition program. A number of people from the community came to the exhibits; the Trailblazers Senior Citizens group from Northport came especially to see the Jessie Rhoads exhibit and provided written "reminiscences" for a library bulletin board. The following exhibition schedule has been set for 1982-83:

October 1-29, 1982	Harlan Hubbard: Prints, Watercolors, Drawings
November 5-30, 1982	Oil Paintings by Sara Turner
Dec. 3, 1982-Jan. 5, 1982	UA Art Department Faculty Exhibit
January 7-28, 1983	Paintings by Bruce Crowe
February 5-26, 1983	Handmade Prints and Papers by Sylvia B. Russell
March 7-April 4, 1983	Folkroots: Images of Mississippi Black Folklife (Photographs)
April 1983	High School Art Scholarship Competition Exhibition
May 16-June 13, 1983	William Faulkner: The Cofield Collection (Photographs)

A press release has been sent to the Public Relations Director. Art exhibition insurance for 1982-83 has been continued.

Two purchases of original art were made in 1981-82. A collagraph entitled "Night with Augusta" by Collette Delacroix of New Orleans and a numbered and signed print entitled "The Canal" by Noyer were purchased for display in the Junior College Division Library.

COOPERATIVE AGREEMENTS

PALS
The District III Cooperative Library System officially adopted the title Pioneer Alabama Library System (PALS). The Library continued its membership in 1981-82 but was not actively involved in cooperative projects through PALS. The Director of Library Services decided, in view of the demands of Shelton State's own library programs, not to participate in a recent project on development of a union serials list.

UA Lib. Cooperation
In addition to the cooperative cataloging project, other cooperative ventures with the University of Alabama Libraries were considered in 1981-82. Because administrative changes have occurred in both Shelton State and UA libraries since the Reciprocal Loan Agreement was signed in 1979, the Director approached the Dean of Libraries (UA) about renewing and revising the agreement. With support of the Dean of Libraries, the Shelton Library faculty met with UA library department heads to discuss, in addition to the cataloging project, the following:

1. Renewing the reciprocal loan agreement with minor changes.
2. Including Inter-Library Loan privileges to Shelton State students and faculty.
3. Job-sharing exchanges between Shelton State and UA librarians.

The meeting with department heads was held in May 1982; Shelton's library faculty is waiting for further action concerning these projects.

NATIONAL LIBRARY WEEK

National Library Week was celebrated with special ALA posters and displays. The theme, "A Word To The Wise--Library," was utilized in a bulletin board displaying favorite quotations and sayings of Junior College faculty. Book marks were given to students.

ADMINISTRATIVE CHANGES

Additional support personnel were hired on a temporary basis during the summer quarter to assist in processing books. The Librarian served as Acting Director and the Night Librarian was hired full-time during the summer to provide additional library faculty during the four-week absence of the Director of Library Services during the summer quarter.

Because one Library Secretary was assigned to the Technical Division for one-half day, job responsibilities were shifted and a new Acquisitions Secretary was employed full-time in the Junior College Division Library offices. Due to the resignation of the AV Coordinator, a new coordinator was employed in May 1982. Other part-time staff members added are a temporary OCLC Coordinator (to be responsible for the cooperative project with UA) and a part-time Library Assistant (to assist in preparing and checking in book orders).

Beginning Fall Quarter 1982, the Night Librarian position was increased from three-quarters to full-time.

The Library Committee met several times during 1981-82 to discuss library-related problems. The following committee description appears in the 1982-83 Faculty Handbook:

This committee is concerned with general library policy, the development of library resources, and with means of integrating the library program with the other activities of the college. The Director of the Library is an ex-officio member of the Library Committee.

In November 1981 the Director recommended that a Technical College Division Library Committee be appointed to serve in the same capacity as the Junior College Library Committee. During the summer, the Director contacted Technical Division faculty concerning appointment to a library committee. The committee is in the process of being formed and will probably be appointed early in October 1982.

EVALUATION

The annual library evaluation was conducted ~~at~~ the Junior College in May. Results (see Attachment VII) indicated that the Library is rated above average in most areas. The usual problem areas of "too much noise" and "too little space" were pointed out. Because library services to the Technical College are still being developed, no library evaluation was conducted at the Technical College.

GOALS 1982-83

The primary goal for 1982-83 is to increase Shelton State's book holdings significantly. Another major goal is to organize resource materials within several shops/departments at the Technical College Division.

Other goals include the following:

1. To develop a cooperative agreement with the Health Sciences Library for collection development and other library services ~~for~~ nursing students.
2. To begin processing books by OCLC through the University of Alabama and to train the Library Staff on OCLC.
3. To develop long-range plans for storage and circulation of periodical backfiles at the Junior College Division Library.



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405



Leo Sumner, President

November 10, 1981

Telephone (205) 759-1583

MEMORANDUM

TO: Leo Sumner, President
Shelton State Community College
FROM: Arthur Howington, Dean
Junior College Division
RE: Centralization of the Community College Library

In order to meet the requirements of the Southern Association of Colleges and Schools in regard to the library of Shelton State Community College, I recommend immediate implementation of the following action:

- (1). Establish a library office at the Technical Division staffed by a secretary who would be paid from the Junior College Division budget. The secretary would report directly to the Director of the Library, who also would be paid from the Junior College Division budget. The secretary would be on duty, and the Library Office open, daily, in the mornings, from 8:00 to 12:30. That time could be extended if necessary. In the afternoons, the library secretary would assume duties at the Junior College Division.
- (2). All library business at the Technical Division would be handled through the Library Office, that is, all requisitions, purchase orders, film rental, correspondence and the like. The Library Office also would be directly responsible for all audiovisual equipment, both hardware and software. AV equipment not in regular use in the shops would be centralized under the control of the library.
- (3). Set up a Library Advisory Committee made up of Technical Division personnel. The members of this committee would be recommended by the Director of the Library and appointed by the President of the College.
- (4). Begin immediately to prepare a central inventory and catalog of all library materials, both print and non-print, at both the Technical Division and the Junior College Division.
- (5). Since both the Director of the Library and the secretary are employees of the Junior College Division, place the administration of the library of the community college under the Dean of the Junior College Division.

Approved

Not Approved

Leo Sumner
Leo Sumner, President

ACCREDITED BY THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

RESULTS OF LIBRARY SERVICES SURVEY 3/26/82
Nursing Department--Technical Division

STUDENTS

1. AT WHICH OF THE FOLLOWING TIMES WOULD YOU MOST LIKE TO HAVE SOMEONE TO BE AVAILABLE TO HELP YOU IN THE NURSING RESOURCE CENTER? PLEASE RANK IN ORDER OF PREFERENCE (WRITE 1 FOR YOUR FIRST CHOICE, 2 FOR YOUR SECOND CHOICE, ETC.).

Day Students (69 responses)	First Choice	Second Choice
Monday 8am--12Noon	2	-
Monday 12--4pm	2	2
Tuesday 8am--12Noon	2	-
Tuesday 12--4pm	6	10
Wednesday 8am--12Noon	-	1
Wednesday 12--4pm	20	6
Thursday 8am--12Noon	2	3
Thursday 12--4pm	3	14
Friday 8am--12Noon	10	3
Friday 12--4pm	13	11

Night Students (40 responses)	First Choice	Second Choice
Monday 8am--12Noon	1	4
Monday 12--4pm	22	5
Tuesday 8am--12Noon	1	2
Tuesday 12--4pm	1	2
Wednesday 8am--12Noon	1	1
Wednesday 12--4pm	1	2
Thursday 8am--12Noon	-	-
Thursday 12--4pm	-	1
Friday 8am--12Noon	-	1
Friday 12--4pm	4	20

2. HOW OFTEN DO YOU THINK SOMEONE SHOULD BE AVAILABLE TO HELP YOU IN THE NURSING RESOURCE CENTER? PLEASE CHECK ONE OF THE FOLLOWING.

	Day Students	Night Students
one day per week	11	4
½ day per week	4	-
2 days per week	15	22
3 days per week	11	5
every morning	3	3
every afternoon	18	3

Other (please tell how often): evening, 2-4

4. PLEASE CHECK THE LIBRARIES LISTED BELOW THAT YOU USE.

	Day Students	Night Students
Junior College Division Library	11	11
Health Sciences Lib./Druid City	33	21
Tuscaloosa Public Library	35	23
Other Libraries: Shelton Tech. [?]	16	12
UA		
Lister Hill (B'ham)		
Moundville		

Most students indicated that they "seldom" or "occasionally" use these libraries.

5. HOW OFTEN DO YOU USE THE NURSING RESOURCE CENTER? PLEASE CHECK THE APPROPRIATE ANSWER.

	Day Students	Night Students
once a week	13	10
1-3 times a week	7	15
more often than 3 times a week	-	1
less often than once a week	33	8
never	10	5
more often than 3 times a week	-	1

QUESTIONS 3 AND 4 ASKED THE STUDENTS TO LIST THE KINDS OF LIBRARY SERVICES AND MATERIALS THEY WANTED TO HAVE AVAILABLE IN THE NURSING RESOURCE CENTER AS WELL AS TO LIST COMMENTS OR SUGGESTIONS FOR IMPROVING LIBRARY SERVICES TO THE TECHNICAL DIVISION.

They requested books on the following subjects for the Nursing Resource Center:

pediatrics, drugs, child growth and development, death, embryology, nutrition, surgery, medicine, alcoholics, psychiatry, anatomy, cancer nursing

Other materials they requested were:

pamphlets, more books, more current and up-to-date magazines, AV, dictionaries, encyclopedias (both medical and general), Merck manuals, Nursing Times magazine, books from which the teachers taught, fiction with health science characters

They rather strongly indicated that they need access to a copy machine "at a reasonable rate," a larger resource area with better chairs, individual AV equipment space and carrels, an air conditioner, help from someone in the library, a card catalog, and a circulation system for books and magazines.

One student requested English composition books to use in writing papers.

1. HOW OFTEN DO YOU FEEL SOMEONE SHOULD BE AVAILABLE TO HELP YOUR STUDENTS IN THE NURSING RESOURCE CENTER? PLEASE EXPLAIN.

2 days a week at least.
About 4 times a week till we assess the situation more and see if this is too much or too little.
Ideally a good library should have someone available at all times.
Monday 1-5pm, Friday 11-3pm--2 times a week--in hospital T-W-Th.
Probably from 2-3pm is usually when I see the majority of my students in the library.

2. AT WHAT TIMES DO YOU FEEL LIBRARY HELP SHOULD BE AVAILABLE TO HELP YOUR STUDENTS IN THE NURSING RESOURCE CENTER?

Monday 12-4
4 times with 4 hours each on a staggered basis:
Monday 8-12 Tues 1-5
Thursday 8-12 Friday 1-5 (this is an example only of exact days and times)
Same as above. Of course, if this is impossible then the hours that are most utilized by my students. These hours include Monday 12-4, Friday 10-2.
As above.
As above.

3. WHAT KINDS OF LIBRARY SERVICES DO YOU FEEL YOU NEED FOR YOUR DEPARTMENT.

The catalogs help a great deal.
Repair and maintenance on equipment
Processing requests for new books, etc.
Resource person for students and instructors
Guide for locating difficult information
Organization of library
Assistance for borrowing materials between Jr. College and Tech. Div.
Definitely card catalog if that's not already included in plans.
Help locate needed reference materials and check out materials to students.
Students have requested:
1. Copier (as UA)--to copy articles.
2. They have observed depletion of books.
3. As an instructor I would like to be able to put some books on reserve for my students to use.

4. WOULD YOU LIKE A LIBRARY ORIENTATION SESSION (1/2-ONE HOUR) PRESENTED TO YOUR CLASSES? IF SO, WHICH CLASSES?

Yes. Day class. Anytime.
Yes, I think a 1/2 hour session at the beginning of every new class would get them off to a good start for maximum library benefits.
Possibly for new classes--next will be June '82.
3-11 pm--Nursing Class--F. Day, RN.
Yes, please. Prefer one the 1st. day of each class (summer quarter for approx. 1/2 hr.). Thanks!

5. WHAT KINDS OF ASSIGNMENTS DO YOU GIVE THAT REQUIRE YOUR STUDENTS TO GO BEYOND THEIR CLASSROOMS AND CLINICAL EXPERIENCES? (READING MAGAZINE ARTICLES, TERM PAPERS, ETC.)

1. PVR--health agency report.
2. A & P--drawings they have to draw and label.
3. Nutrition--poster or report.
4. Mental Health--Book report.
5. Pediatric Nsg.--Growth and development project.
6. Med.-Surg. Nsg.--1. Drug card.

2. Article card on a disease in each system we study.

Reports.

Drug card--2 week. Nursing journal cards--2 week

It is possible that I will make some assignments that will require utilization of library resources--I will teach my 1st. class in July.

All students do article cards and drug cards on a weekly basis, a growth and development notebook is also required. They do projects on health agencies and services. I predict that ADN students will do term papers and reports on various diseases, nursing process trends, and issues in nursing.

6. DO YOU EVER SEND YOUR STUDENTS TO THE FOLLOWING (PLEASE CHECK):

<u>1</u>	JUNIOR COLLEGE LIBRARY	HOW OFTEN?
<u>3</u>	HEALTH SCIENCES LIB./ DRUID CITY HOSPITAL	HOW OFTEN? Once a year however they may choose to go for research is desired. As needed.
<u>1</u>	OTHER LIBRARIES? PLEASE LIST.	Info. on availability.

Optional--aware it's available U of A, DCH.
They know they have use of these.
As needed.

7. PLEASE LIST ANY INDEXES, JOURNALS, BOOKS, OR OTHER RESOURCE MATERIALS YOU WOULD LIKE TO RECOMMEND FOR PURCHASE.

None at present.

PDR--Review books for Practical Nurses to prepare for State Board--
Mosby's, Saunders, others.

1. O'Connor--Writing for Nursing Publications--1st. ed. 1976--\$6.95
2. Curren--Math for Meds--programmed--3rd. ed. 1979--6.25 ea. (3)
3. Henderson--Principles and Practice of Nursing--6th. ed. 1979--24.95
4. Gilbert--Mental Health Aid--1st. ed. 1976--5.75
5. Harnemonn--Basic Nursing Procedures--3rd. ed. 1980--8.60
6. Saxton--Care of Pat. with Emotional Problems--3rd. ed. 1979--7.95
7. Stolten--Mental Health Worker--1st. ed. 1980--?
8. Grawunder--Practical Nursing Review--2nd. Ed. 1980--7.50

8. PLEASE LIST ANY COMMENTS OR SUGGESTIONS FOR IMPROVING LIBRARY SERVICES TO YOU AND YOUR STUDENTS.

Simply having someone available to see that materials remain in service to all students.

As you know, the Library Staff has recently reorganized the materials in the Nursing Resource Center at the Technical Division. We have tried to arrange materials so that they will be easier for you to find and use. Your cooperation will contribute toward keeping those materials more useful and easier to locate.

----- BOOKS -----

All of the books have been placed together in one bookcase. We are cataloging as many books as we can and we are constantly adding to the collection. For the time being, we will keep most of the uncataloged books arranged by broad subject areas. Please try to return them to the proper area.

Only those books with cards may be checked out. All other books MUST be used in the Nursing Resource Center. To check out a book that does have a card, follow the steps listed below:

1. Take the card from the pocket of the book and write your name, telephone number, and the date on the card.
2. Drop the card into the small green metal file box on the index table beneath the windows.
3. Please don't keep books more than a week or so. Other students may need to use them.

To check the book back in, simply find the CORRECT card in the green file box and replace it in the book pocket. Place the book back on the shelf in the proper place.

----- MAGAZINES -----

We currently subscribe to several nursing magazines. Their titles and the issues we have are listed below.

American Journal of Nursing	1972--present
Health (Formerly Family or Today's Health)	1976--present
Journal of Nursing Care	1973--present
Journal of Practical Nursing	1972--present
Nursing	1978--present
Nursing Life	1982--
Nursing Outlook	1978--present
RN	1972-76, 1978--present

Naturally, some of these issues are missing. We plan to fill in missing issues soon.

Current issues are arranged alphabetically by title on the slanted shelves labelled "Current Magazines." Back issues are arranged by year on the shelves labelled "Back Files." These magazines are to be used in the Nursing Resource Center ONLY.

There are some duplicate issues on the bookcase beneath the windows. These you may take home, but we'd like for you to return them when you've finished using them. You don't have to check these duplicates out; just use and return them.

You now have an easier way to search for magazine articles! On the index table, you will find Cumulative Index to Nursing Literature/Nursing and Allied Health Literature. These indexes will guide you to magazine articles. Simply look up your subject and find a list of articles on that subject.

Don't be frustrated if you cannot locate each of the magazine articles in the Nursing Resource Center. These indexes cover hundreds of nursing magazines and we have only a few. Keep in mind the titles and holdings of magazines in the Nursing Resource Center. We hope to add to this collection of periodicals soon.

You may want to jot down references to articles to look for in the Health Sciences Library at Druid City Hospital. Our index can guide you to magazines available there that are not available here.

-----AT THE JUNIOR COLLEGE LIBRARY-----

There are numerous library services and materials available to you at the Junior College Division Library (see the student handbook). You may borrow materials or use them in the Junior College Library, which is open in the evenings as well as in the day.

Some materials you may be interested in using are suggested below.

<u>Periodicals</u>	<u>Indexes</u>	<u>Reference Books</u>
Aging	Reader's Guide	McGraw-Hill Dict. of the Life Sciences
Am. Jl. of Psychology	Social Sciences Index	Gray's Anatomy
Am. Jl. of Sociology	NY Times Index	Rand McNally Atlas of the Body and Mind
Child Development		Sourcebook of Food & Nutrition
Children Today		Sourcebook on Mental Health
Drug Survival News		Sourcebook on Aging
Family Relations		Family Factbook
Focus on Alcohol & Drug Issues		Black's Medical Dictionary
Human Behavior		Sex Atlas
Medical Aspects of Human Sexuality		Handbook of Human Sexuality
Nutrition Today		Good Housekeeping's Family Health & Medical Guide
Parents		McGraw-Hill Ency. of Food, Agric., and Nutrition
Psychology Today		
US Journal of Drug & Alcohol Dependence		

The lists above are by no means complete; they are provided to give you an idea of the types of materials you will find available at the Junior College Library.

-----SUGGESTIONS-----

If you have suggestions for improved library services, please leave us a note in the green file box or give us a call at the Junior College Library (759-1583).



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

202 SKYLAND BOULEVARD
TUSCALOOSA, ALABAMA 35405

Attachment IV

Leo Sumner, President

M E M O R A N D U M

Telephone (205) 759-1783

TO: Arthur Howington
FROM: Debbie Grimes, Director of Library Services, *brown*
RE: Technical Division/Nursing Library Recommendations for 1982-83
DATE: May 10, 1982

For the last several months I have been working on a program of library services for both the Technical Division in general and the nursing program in particular. I would like to make recommendations for 1982-83 based on three things: the experiences of the past several months, research on the development of library collections for vocational-technical programs, and the foundations that have been laid for a library services program at the Technical Division.

I. STAFFING

I recommend that the one-half time Library Secretary be increased to a full-time Library Secretary for 12 months/year. I further recommend that a full-time professional librarian be hired full-time for 12 months/year.

JUSTIFICATION: At the present, no consistent program of services is available to Technical Division faculty or students. Because of the heavy load of responsibilities at the Junior College all current library personnel have an inadequate amount of time and effort to give to the Technical Division program. The library staff is understaffed to handle at a desirable level of productivity additional responsibilities.

Furthermore, considerable background work in the area of collection development is necessary. Research indicates that there are no "easy" standard bibliographies in the area of vocational-technical education. Consequently, selection in this area is difficult and very time-consuming.

Finally, the lack of an adequate number of personnel is likely to catch the attention of the SACS visiting committee; Shelton State should be the one to initiate improvements prior to recommendations made by the committee.

NOTE: By way of comparison, Jeff State employs 6 full-time professional librarians and 8 support staff; Gadsden State employs 4 full-time professional librarians and 8 support staff; and Calhoun employs 4 full-time professional librarians and 6 support staff.

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JUNIOR COLLEGE DIVISION

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Leo Sumner, President



Telephone (205) 759-1583

II. FACILITIES

I recommend that a Reading Room be established in a centrally located, "neutral" (i.e., non-departmental) area on the Technical Division campus. It should be staffed and open to students and faculty members at regular hours. Staffing could be staggered to allow access to the facility during both day and evening hours.

It should be large enough to house a library office, a large storage closet with shelves (for AV equipment that is not housed in individual shops), tables and chairs for study use, wet study carrels (for individual AV use by students), a small amount of stack space for general reference materials (dictionaries, general encyclopedias, manuals) as well as for a small circulating collection, and for current periodicals. It should also be large enough to house a small microfilm collection and a microfilm reader/printer.

Office furniture, shelving, wet study carrels, and some tables and chairs are already available in other areas. Shelving could be built inexpensively.

JUSTIFICATION: In order to centralize library processing and to provide the best of library services, a definite, recognizable library unit must be established. It would be available for students to check out books and other materials (as requested by some of the Technical Division faculty). It would provide a neutral territory where students could share certain resources and facilities. At the present, there are no areas on campus that can be used for study or resource purposes by students. A change in the procedures currently used in the shops seems unlikely.

The most cost-effective means of providing library services is to establish a single learning resource unit with a variety of services and materials available for the entire campus. The establishment of a recognizable unit would also be likely to facilitate the change in procedures at the Technical Division.

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Leo Sumner, President

Telephone (205) 759-1583

III. BUDGET RECOMMENDATIONS FOR 1982-83

<u>Printing and Reproduction</u> (budget under Jr. College)	- 0 -
<u>Maintenance and Repairs</u> (based on \$117 spent in 6 mons. from Jr. College budget)	400.00 - 0 -
<u>Service Contracts</u> (1 typewriter)	75.00
<u>Equipment Rental</u> (1 copier including service @ approximately \$150/month)	1800.00
<u>Film Rental</u>	300.00
<u>Insurance</u>	- 0 -
<u>Memberships</u> (budget under Jr. College)	- 0 -
<u>Binding</u> (budget under Jr. College)	- 0 -
<u>Periodicals</u>	900.00
Technical Division	\$ 650.00
Nursing Program	250.00
<u>Other Contractual</u> (budget under Jr. College)	- 0 -
<u>Materials and Supplies</u>	2500.00
<u>Books</u>	14000.00
Technical Division	\$5000.00
Nursing Program	9000.00
<u>Audiovisuals (Software only)</u>	10075.00
Technical Division	5000.00
(based on \$2780 spent in last 6 mons.)	
Nursing Program	5000.00
Microfilm Subscriptions	75.00
(based on \$2125 spent in last 6 mons.)	
<u>Furniture and Equipment</u>	10180.00
Microfilm Storage Cabinet	900.00
Microfilm Reader/Printer	3500.00
(may be purchased this year)	
Tables and Chairs	500.00
1 Ringmaster (individual sound/slide use)	480.00
2 Autovance III (individual sound/filmstrips use)	600.00
1 VTR system--Nursing	1200.00

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Leo Sumner, President

Telephone (205) 759-1583

Miscellaneous Equipment
(as requested by individual shops
to be housed accordingly) 3000.00

TOTAL BUDGET RECOMMENDATION *40,230.00*
\$39,830.00

JUSTIFICATION: Recommendations are itemized and, where based on previous expenditures, are indicated accordingly in the body of the recommendation. The amounts recommended are large enough to make significant progress in library services but are small enough to be handled effectively by 1 librarian and 1 clerk.

The Nursing Program Book recommendation is based on information in the 1981/82 edition of Selected List of Books and Journals for the Small Medical Library and will purchase approximately 600 titles @ \$15.00.

IV. COOPERATIVE AGREEMENTS

I recommend that Shelton State pursue a cooperative collection development program with Druid City Hospital, the Health Sciences Library, and The University of Alabama Nursing Department. This program should be aimed toward sharing resources and toward eliminating duplication of services and materials.

JUSTIFICATION: Medical resources are among the most expensive of learning resources and they are among the most rapidly outdated. Duplication of basic materials is justified due to the type of programs that exist in this area; duplication of less frequently used materials is not. There is currently a "cooperative atmosphere" at the Health Sciences Library, which is the ideal place to house most of the resources that will be used by nursing students in a variety of programs. A cooperative program would benefit Shelton students by increasing the resources available to them.

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SHELTON STATE COMMUNITY COLLEGE
 Technical College Division - Library Services
 Inventory of Non-Print Materials, September 30, 1982

<u>Software</u>	<u>1982</u>
Cassette tapes	0
Film Loops	0
Silent Filmstrips	0
Sound Filmstrips	73
Kits	0
Games	0
Motion Pictures	0
Phonorecordings	0
Silent Slide Sets	0
Sound Slide Sets	0
Maps	0
Video Cassettes	
Titles Owned	0
Movie club exchange	0
Temporary recordings	0
Art Prints	0
Art Objects	0
Transparencies	50
TOTAL	123

Hardware

8mm projectors	1
16mm projectors	9
35mm projectors	0
Silent filmstrip projectors	7
Sound filmstrip projectors (record)	8
Sound filmstrip projectors (cassette)	8
Overhead projectors	22
Slide projectors	10
Projection screens (wall)	5
Projection screens (portable)	4
Cassette players	11
Studymate filmstrip projectors (silent)	1
Radios (Note: This item is built-in to a cass. player)	1
Cassette duplicators	0
35mm Cameras	0
Projection carts	11
projection carts built by cabinet shop	10
Wallensak	0
Color TVs	3
B/W TVs	0
Triods	2
Video tape recorders	2
Video cassette recorders (2- 3/4" + 1 - Betamax)	3
Video cameras	4
Microfilm reader	1

continued of page 2

Record players	2
Opaque projectors	4
Lights	0
Composers	1
Speakers	2
Lecturnette	2
Microphones	2
Slide synchronizer	1
Sound-on-slide	1
Thermofax	1
Spirit duplicator	1
Mimeograph duplicator	1
TOTAL	141

SHELTON STATE COMMUNITY COLLEGE

Junior College Division - Library

Attachment VI

Inventory of Non-Print Materials, Sept. 1982

<u>Software</u>		<u>1981</u>	<u>1982</u>
Audio Cassette Tapes	200	293	
Film Loops	0	0	
Silent Filmstrips	28	28	
Sound Filmstrips	428	500	
Kits	1	13	
16mm Motion Pictures	114	120	
Phonorecordings	226	337	
Silent Slide Sets	16	21	
Sound Slide Sets	81	86	
Maps	18	18	
Video Cassettes			
Titles Owned	13	25	
Television Recordings	?	52	
Temporary Recordings	89	113	
Art Prints	1	1	
Art Objects	2	4	
	TOTAL	1257	1611

<u>Hardware</u>		<u>1981</u>	<u>1982</u>
16mm Projectors	4	4	
Loop Projectors	1	1	
Sound Filmstrip Projectors	3	3	
Overhead Projectors	8	12	
Slide Projectors	4	4	
Projection Screens	5	4	
Cassette Players	29	19	
Studymate Filmstrip Projectors		3	
Autovance III		3	
Radios	1	1	
Cassette Duplicators	1	1	
35mm Cameras	2	2	
Projection Carts	20	19	
Listening Stations	2	3	
Headphones	19	24	
Wallensak	1	1	
Color TVs	4	3	
B/W TVs	1	1	
Photomotion Activator	1	1	
Slide Viewer	1	1	
Tripods	2	2	
Video Tape Recorders	2	1	
Portable Video Cameras	2	2	
Microfilm Reader/Printer	1	2 (1-400, 5 1-500)	
Sound Slide Players	4		
Slide Duplicator	1	1	
Record Players	4	4	

CONTINUED

Hardware Continued:

	<u>1981</u>	<u>1982</u>
T-Mount Microscope Adapter	1	1
Polaroid Camera B/W	1	1
Instant Camera (Color)	1	1
Carousel Stack Loader	1	1
3M Composer	1	1
Chalkboard/Bulletin Board	1	1
Video Cassette Recorders	3	3
Digital Timers	1	1
Panasonic Auro Search Control Unit	1	1
Opaque Projector	1	1
Kodak Visual Maker	1	1
Leteron Lettering System	1	1
Rom III Com Terminal	1	1
Mini-Cat 114 Microfiche Viewer	1	1
Automatic Image Blender	1	1
Canon Flash	1	1
Copystand and Lights	1	1
Smith Victor Studio Lighting	1	1

TOTAL: 20 20

Missing Items

#47 G.E. Cassette Player
#78 Channel Master Cassette Player
#92 Craig Portable Cassette Player
#93 Craig Portable Cassette Player
#107 Realistic Cassette Player
#163 Realistic Cassette Player
#136 Panasonic Omnivision II Video Cassette Recorder
#150 RCA Color Television Receiver/Monitor
PR 17 King Lear
PR 212-230 Beethoven Complete Piano Music
Bretford TV Stand

Direct Directions: Please indicate your rating of each item according to the scale list below. If you rate any item extremely high or low, please comment your reasons.

	High 5	4	3	2	Low 1	Don't Know X
1. Assistance of the library staff when called upon.	5	4	1	✓	1	
2. Communication between librarians and administration.	X	4	2	✓	2	
3. Organization of the library in a usable manner.	5	4	3	✓	3	
4. Book collection.	4	4	4	✓	4	
5. Current periodical and newspaper collection.	5	4	5	✓	5	
6. Periodical backfiles.	X	6	X	6	X	
7. Audiovisual collection.	5	7	X	7	✓	
8. Hours the library is open each week.	4	8	5	8	5	
9. Assistance received in scheduling and using AV materials and equipment	5	9	5	9	✓	
10. Conduciveness of the library to study.	X	10	X	10	X	
11. Number of library personnel available for assistance.	4	11	5	11	✓	
12. Library staff's willingness to adjust their schedules to your request.	X	12	X	12	✓	
13. General appearance of the library.	5	13	✓	13	✓	
14. Effectiveness of library art exhibits.	5	14	4	14	✓	
15. Library staff's efforts to keep you informed about new materials received.	5	15	4	15	✓	
16. Your involvement in the selection of materials.	1	16	4	16	✓	
17. Audiovisual equipment available for individual and class use.	4	17	4	17	✓	
18. Administration of the library in a manner which permits effective use of library resources.	4	18	4	18	✓	
19. Physical facilities of the library.	4	19	4	19	✓	
20. Circulation procedures for all materials.	X	20	4	20	✓	

Please Please Please answer the following questions. Please give comments, complaints, criticisms on the on the on the on the back.

1. What. What. What changes are needed in the library? What additional services are needed?
7.

2. Are? Are? Are? Are there problem areas in the library that have been pointed out to you by
fac fac faculty or students?



SHELTON STATE COMMUNITY COLLEGE
JUNIOR COLLEGE DIVISION

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Leo Sumner, President

MEMORANDUM

Telephone (205) 759-1583

TO: Arthur Howington
FROM: Debbie Grimes
RE: 1982 Library Evaluation
DATE: May 31, 1982

Sumner
Attached you will find copies of the results of the 1982 library evaluations. In most cases, the library was rated above average by both faculty and students.

The usual problem areas of "too much noise and too little space" were pointed out. Although we have tried to maintain a quiet, study atmosphere in the library, we are hindered by the small amount of space available for so many students. Whenever possible, we open the AV rooms for study.

Another area of concern seems to be faculty apathy and the "don't know" attitude, particularly among the part-time faculty. This year's results are unusual in that only 7 part-time faculty members responded to the questionnaire; in 1980 and 1981 at least 20 part-time faculty members responded.

This "don't know" response and some of the other evaluation results indicate that the library should probably do a little more "PR" with the part-time faculty.

Finally, please be sure to read over the comments regarding the art exhibits this year. Students and faculty members were asked to comment on their reactions to the exhibits in general and to the Southern Arts Federation exhibits specifically. There seems to be a very positive opinion that art exhibits of this nature should be continued. Please keep that in mind when you make a decision on next season's exhibits.

Please let me know if there are any other problems indicated by this evaluation that you want the library staff to address.

cc: Sharon Deck, Chairperson
Library Committee

Sheila Baquet
Don Bell
Library Staff

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JUNIOR COLLEGE DIVISION

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Leo Sumner, President

M E M O R A N D U M

Telephone (205) 759-1583

TO: All Faculty Members
FROM: Debbie Grimes *him*
RE: Library Survey
DATE: April 30, 1981

According to library policy, the library and its services are evaluated annually. Please complete the attached survey and return it to the library (or my mailbox) no later than Friday, May 8.

On Monday, May 4, and Tuesday, May 5, student surveys will be distributed to a few classes (we plan use a sample of about 100 students). If your class is selected, please allow them to take a few minutes to complete the survey. We will distribute the surveys at the beginning of the class period and will not interrupt an exam or other activity if you have one already scheduled.

The library staff appreciates your cooperation.

*This is an important project;
Please cooperate
fully and promptly*
Debbie Grimes

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LIBRARY SURVEY--MAY 1981

I am a full-time faculty member. I am a part-time faculty member.

DIRECTIONS: Please indicate your rating of each item according to the scale given below. If you rate any item extremely high or low, please comment on your reasons.

High 5 4 3 2 Low 1 Don't Know X

1. Assistance of the library staff when called upon.
2. Communication between librarians and faculty.
3. Organization of the library in a usable manner.
4. Hours the library is open each week.
5. Book holdings in my subject field.
6. Current periodical holdings in my subject area.
7. Back issues (and microfilm) of periodicals.
8. Audiovisual holdings in my subject area.
9. Audiovisual equipment available for individual and class use.
10. Duplicating services.
11. Conduciveness of the library to study.
12. Number of personnel available for assistance in the library.
13. Library skills program (in EH 099, 101, 102).
14. Effectiveness of library exhibits.
15. Physical facilities of the library.
16. General appearance of the library.
17. Adequate and comfortable seating and study space.
18. Availability of audiovisual viewing rooms for class use.
19. Effectiveness of Monday Report.
20. Circulation procedures for all materials.
21. Library staff's willingness to adjust their schedules to your request.
22. Library's efforts to keep you informed about new materials received.
23. Library staff's efforts to keep up with what is going on in the classroom.
24. Your involvement in the selection of materials.
25. Administration of the library in a manner which permits effective use of library resources.
26. Increase in book holdings in your subject area this year.

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. If you teach something other than EH 099, 101, or 102, are you interested in having a librarian present a discussion/bibliography/orientation to your class? Which class? What would you like to have presented?
2. What changes are needed in the library? What additional services are needed?
3. Do you routinely send your students to the University of Alabama library? To obtain what types of materials? To complete what types of assignments?

PLEASE WRITE ADDITIONAL COMMENTS OR POINT OUT PROBLEMS ON THE BACK OF THIS SHEET.

DIRECTIONS: Please indicate your rating of each item according to the scale given below. If you rate any item extremely high or low, please comment on your reasons.

High				Low	Don't Know
5	4	3	2	1	X

1. Assistance of the library staff when called upon.
2. Communication between librarians and administration.
3. Organization of the library in a usable manner.
4. Hours library is open each week.
5. Book collection.
6. Current periodical and newspaper collection.
7. Periodical backfiles.
8. Audiovisual collection.
9. Audiovisual equipment available for individual and class use.
10. Duplicating services.
11. Conduciveness of the library to study.
12. Number of personnel available for assistance in the library.
13. Present library skills program (in EH 099, 101, 102).
14. Effectiveness of library exhibits.
15. Physical facilities of the library.
16. General appearance of the library.
17. Effectiveness of the Monday Report.
18. Circulation procedures for all materials.
19. Library staff's willingness to adjust their schedules to your request.
20. Library staff's efforts to keep you informed about new materials received.
21. Your involvement in the selection of materials.
22. Administration of the library in a manner which permits effective use of library resources.

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. What changes are needed in the library? What additional services are needed?
2. Do you see any major problem areas in the administration of the library? If so, identify them and comment.

LIBRARY SURVEY--MAY 1981

I am a full-time faculty member. I am a part-time faculty member.

DIRECTIONS: Please indicate your rating of each item according to the scale given below. If you rate any item extremely high or low, please comment on your reasons.

High	5	4	3	2	Low	1	Don't Know	X
------	---	---	---	---	-----	---	------------	---

1. Assistance of the library staff when called upon.
2. Communication between librarians and faculty.
3. Organization of the library in a usable manner.
4. Hours the library is open each week.
5. Book holdings in my subject field.
6. Current periodical holdings in my subject area.
7. Back issues (and microfilm) of periodicals.
8. Audiovisual holdings in my subject area.
9. Audiovisual equipment available for individual and class use.
10. Duplicating services.
11. Conduciveness of the library to study.
12. Number of personnel available for assistance in the library.
13. Library skills program (in EH 099, 101, 102).
14. Effectiveness of library exhibits.
15. Physical facilities of the library.
16. General appearance of the library.
17. Adequate and comfortable seating and study space.
18. Availability of audiovisual viewing rooms for class use.
19. Effectiveness of Monday Report.
20. Circulation procedures for all materials.
21. Library staff's willingness to adjust their schedules to your request.
22. Library's efforts to keep you informed about new materials received.
23. Library staff's efforts to keep up with what is going on in the classroom.
24. Your involvement in the selection of materials.
25. Administration of the library in a manner which permits effective use of library resources.
26. Increase in book holdings in your subject area this year.

PLEASE ANSWER THE FOLLOWING QUESTIONS IN THE SPACE PROVIDED.

1. If you teach something other than EH 099, 101, or 102, are you interested in having a librarian present a discussion/bibliography/orientation to your class? Which class? What would you like to have presented?
2. What changes are needed in the library? What additional services are needed?
3. Do you routinely send your students to the University of Alabama library? To obtain what types of materials? To complete what types of assignments?

PLEASE WRITE ADDITIONAL COMMENTS OR POINT OUT PROBLEMS ON THE BACK OF THIS SHEET.